

Portable Background Check Registry (PBC)

Training Manual for Providers

*This document details the policy and procedure for completing the portable background check clearance **online** for the Department of Early Learning. There is some mention of the paper application processing in this document.*



merit.del.wa.gov

Portable Background Check Registry Facts....

The 2011 Washington State Legislature passed a bill that creates a portable background check registry **July 1, 2012**.

The registry will give licensed child care employees, volunteers and family home household members a three-year “portable” clearance.

The card will allow employees to work in more than one facility during those three years. Submitting a new background check is not required to work in a new facility.

All individuals who are currently ‘qualified’ must enter the ‘registry’ between July 2, 2012 and June 30, 2013 – unless their background check clearance expires prior to June 30, 2013.

PBC Facts continued...

- The new registry will be available online **July 2, 2012**. The new background check forms will be accepted beginning July 2, 2012.
- Old background check forms will NOT be accepted in the DEL office after June 26, 2012.
- Local DEL offices are working to identify incomplete background forms that have not been returned from providers or employees. Local DEL offices will remind providers to return the forms by June 26th.
- Incomplete forms returned after June 26th will be returned to the provider. Any outdated forms received by the local DEL office after June 26th will be returned. The applicant must follow the new policies and procedures effective July 1st.

PBC Facts continued...

- Access to the registry will be through MERIT (Managed Education and Registry Information Tool) for licensee, employees, prospective employees, volunteers and individuals who reside at a licensed family home to include minors/spouses.
- Access to the registry requires a MERIT USER ID and password. A valid email address is required to use the online registry.
- Payment Information - Online background checks will be faster and less expensive.
 - \$12.00 for online applications; or
 - \$24.00 for applications submitted by paper.
 - The applicant is responsible for the payment of fees, to include the fingerprints costs. The provider can voluntarily pay these on behalf of the applicant but the provider is no longer required to pay.

PBC Facts continued...

- DEL will be using the same fingerprint vendor - [MorphoTrust/L-1](#).
- Fingerprints are required when the individual is 16 years of age or older and:
 - Has not had a background check clearance (by DEL or DSHS) within the last three years;
 - Lives outside of Washington State;
 - Has lived outside of Washington State since the last background check clearance (by DEL or DSHS); or
 - Has lived in Washington for less than 3 years and had a previous fingerprint check with DEL.
 - There is an exception for military families – your DEL licensor will explain these exceptions and the process.

PBC Facts continued...

- Providers are required to:
 - Ensure the background check is submitted within seven days of hire or residing in a licensed family home.
 - Ensure the background check is submitted within seven days for minors who require background checks. Parental signature is required for minor and may be completed online. (A MERIT account is required.)
 - “Confirm” in MERIT, that individual has a clearance prior to unsupervised access.
 - Annually submit the declaration form-which includes reviewing each individual’s background clearance.
 - Report within twenty-four hours, any knowledge of nonconviction and conviction information listed in the crimes listed in WAC 170-06-0120 or reasonably related to the list.

PBC Facts continued...

- Applicants will be the primary recipient of communication regarding the background clearance. Providers will no longer receive the 'rapsheet.'
- Individuals must report within twenty-four hours when they become aware of an event such as a nonconviction or conviction information. Information is reported to the End Harm and is on the PBC application and the clearance certificate/card.
- Failing to report may result in suspension of the individuals PBC – Providers may be penalized according to other violation procedures in WAC Chapter 170-151, 170-295, or 170-296A.

Online PBC Steps

1. Applicant has an active MERIT account - (USER ID and password)
2. Applicant enters PBC Application into MERIT
3. Applicant receives confirmation PBC submitted successfully –online
4. DEL staff review fingerprint requirement
5. DEL staff send the information to DSHS/BCCU
6. DSHS/BCCU sends results to DEL
7. DEL staff review results and make a decision (clear/qualify or disqualify)
8. Applicant and provider receive decision results (Email, MERIT update in professional record, US post mailing for those without email)

Paper Process for Portable Background Clearance Applications

- Paper PBC applications may be submitted. However, they will have a higher processing cost. (\$24.00)
- Paper PBC applications are mailed to the DEL Olympia address and will have a longer processing time.
- The local DEL office will provide paper copies of the PBC application and MERIT account application to applicants.



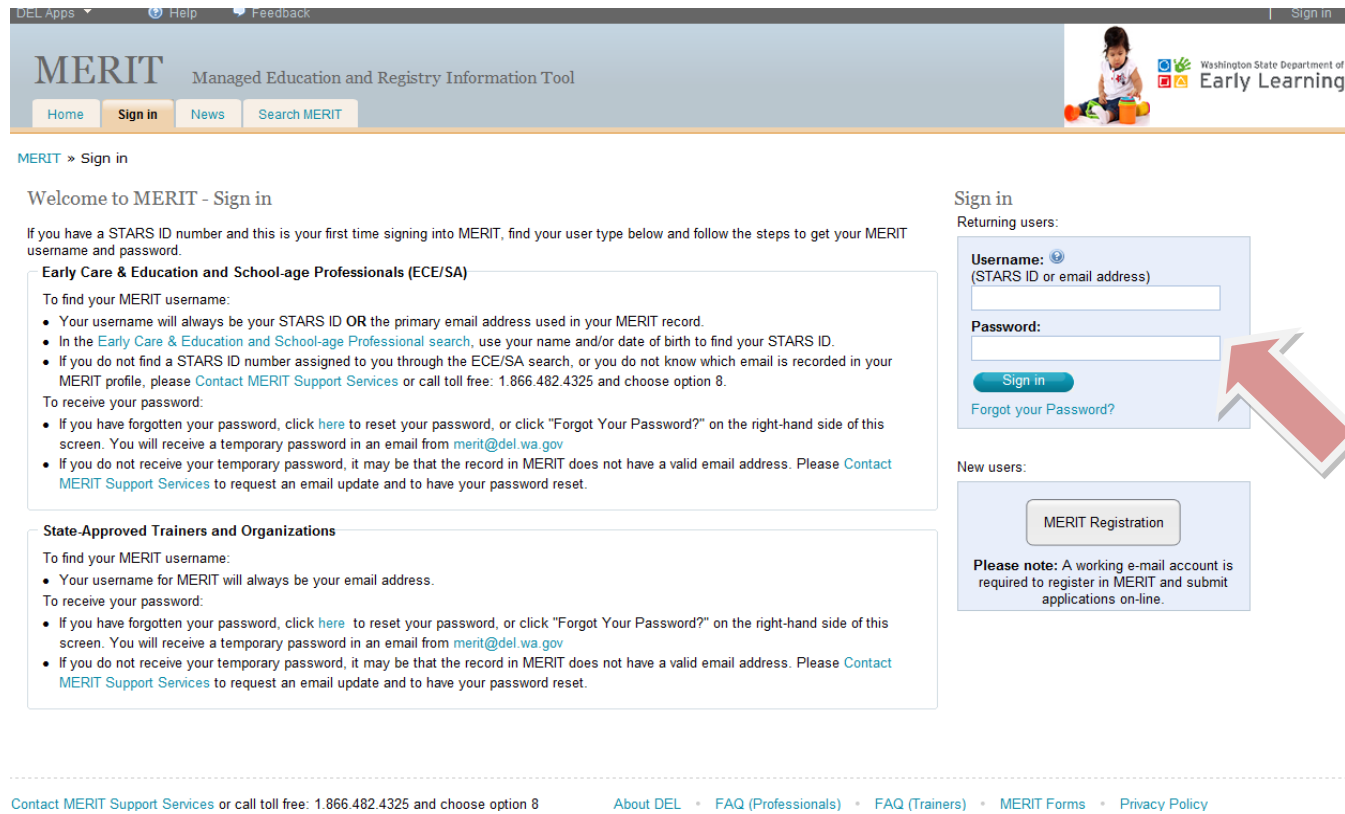
PBC Registry Basics Navigation

Below is some basic information to help navigate through the MERIT PBC process:

- The system will time out after 20 minutes of inactivity. You will have to log in again. The current information that was input will be saved.
- Information marked with an asterisk * is required for the applicant to complete.
- The tab key moves the user from one field to the next.
- In this document, special boxes highlight helpful information.
- Online information is encrypted with the highest level of security.

MERIT Homepage

Login MERIT with your User ID and Password



The screenshot shows the MERIT homepage with a navigation bar at the top containing 'DEL Apps', 'Help', 'Feedback', and 'Sign in'. The main header includes the 'MERIT' logo, the text 'Managed Education and Registry Information Tool', and a navigation menu with 'Home', 'Sign in', 'News', and 'Search MERIT'. On the right, there is a logo for the 'Washington State Department of Early Learning' featuring a child playing with blocks. Below the header, the page is titled 'MERIT » Sign in' and 'Welcome to MERIT - Sign in'. A paragraph explains that users with a STARS ID should find their user type and follow steps to get their MERIT username and password. Two sections are provided: 'Early Care & Education and School-age Professionals (ECE/SA)' and 'State-Approved Trainers and Organizations'. Each section includes instructions on how to find a username and password, with links to support services. On the right side, there is a 'Sign in' section for 'Returning users' with fields for 'Username' (STARS ID or email address) and 'Password', a 'Sign in' button, and a 'Forgot your Password?' link. Below this is a 'New users' section with a 'MERIT Registration' button and a note that a working e-mail account is required for registration. A large red arrow points from the right towards the login form.

DEL Apps Help Feedback Sign in

MERIT Managed Education and Registry Information Tool

Home Sign in News Search MERIT

Washington State Department of Early Learning

MERIT » Sign in

Welcome to MERIT - Sign in

If you have a STARS ID number and this is your first time signing into MERIT, find your user type below and follow the steps to get your MERIT username and password.

Early Care & Education and School-age Professionals (ECE/SA)

To find your MERIT username:

- Your username will always be your STARS ID OR the primary email address used in your MERIT record.
- In the [Early Care & Education and School-age Professional search](#), use your name and/or date of birth to find your STARS ID.
- If you do not find a STARS ID number assigned to you through the ECE/SA search, or you do not know which email is recorded in your MERIT profile, please [Contact MERIT Support Services](#) or call toll free: 1.866.482.4325 and choose option 8.

To receive your password:

- If you have forgotten your password, click [here](#) to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from merit@del.wa.gov
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

State-Approved Trainers and Organizations

To find your MERIT username:

- Your username for MERIT will always be your email address.

To receive your password:

- If you have forgotten your password, click [here](#) to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from merit@del.wa.gov
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

Sign in

Returning users:

Username: (STARS ID or email address)

Password:

Sign in

[Forgot your Password?](#)

New users:

MERIT Registration

Please note: A working e-mail account is required to register in MERIT and submit applications on-line.

Contact MERIT Support Services or call toll free: 1.866.482.4325 and choose option 8

About DEL • FAQ (Professionals) • FAQ (Trainers) • MERIT Forms • Privacy Policy



Start the Background Check Application

MERIT » Applications

Applications

Early Care & Education and School-age Professionals (ECE/SA)

STARS ID Number	You have already submitted an STARS ID Request. View Submitted STARS ID Request.
Education Application	Use this application to verify your education including high school, college and advanced degree information. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. Examples include official transcripts, certificates and credentials. You do not need to submit certificates for STARS-approved training. Sheet 3
Educational Exemption	Use this application to request an exemption from the 20 Hour Basic STARS training requirement based on your education. You must be currently employed in a child care facility licensed or certified by the Department of Early Learning (DEL) in order to be eligible for an exemption. You will need to submit supporting documents to DEL for verification.
Continuing Education Proposal	Use this application to request STARS credit hours for trainings taken out-of-state, from a non-state-approved trainer or for a college class that is not within a college's Early Childhood Education Department. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification.

Facility Licensed or Certified by the Department of Early Learning (DEL)

Facility Registration	Use this application to request access to create and maintain a profile of your child care facility licensed or certified by the DEL. Upon approval by your DEL Licensor, you will be able to use MERIT as a management tool for your facility.
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State-Approved Trainers and Events

State-Approved Trainer Application	For all state-approved trainers, a professional STARS ID will be required in order to take training and meet annual continuing education requirements. In order to maintain a single, consistent record as a professional and trainer, please submit your state-approved trainer application from your professional record. If you do not have a professional record, please register in MERIT and apply for a STARS ID, then submit your application to be a state-approved trainer. Any personal and educational information that exists in your professional record will pre-populate your trainer application.
Conference/Special Event Application	Use this application if you are a sponsoring organization or entity and are requesting STARS credit hours for a "one-time" training event. Training events may include conferences, institutes or visiting speakers.

Portable Background Check Application

Portable Background Check Application	Use this application to request a portable background check (PBC) if you are applying to work, working, volunteering, or you are a household member at a licensed or certified child care facility.
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Select the "Applications" tab at the top of the page.

Scroll down to the Portable Background Check Application and click on the Blue "Portable Background Check Application."

Complete the PBC Application - One Step at a time -Carefully Read Each Question

MERIT Managed Education and Registry Information Tool

Home My Record **Applications** Search MERIT Logout

MERIT » Applications » Portable Background Check Application

1 2 3 4 5 6 7 8

Background Check Information Applicant Information Applicant Address Provider Information Background Information Payment Information Review & Submit Print

Cancel Next ➔

Direct your questions regarding Portable Background Check (PBC) applications to your local Department of Early Learning (DEL) field office.

Applicant Age

Are you 13, 14, or 15 years of age? ☐ Yes ☐ No

If you select Yes, a non-criminal background check will be completed per WAC.

Application Instructions

Use this application to request a portable background check (PBC) if you are applying to work, working, volunteering, or you are a household member at a licensed or certified child care facility.

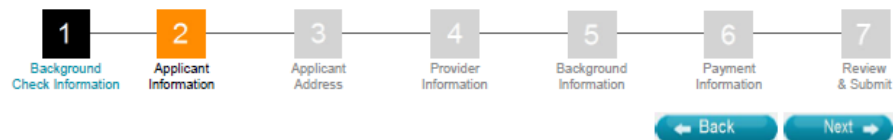
It will be helpful to gather the following information before you begin:

- Information about the licensed child care facility where you are applying to work, working, volunteering, or are a household member. For example, Provider ID, Address, Phone Number, Email, etc.
- Information about your current address and any address(es) for the last three consecutive years.
- Current Driver's license or state identification number
- Any information about your background to include prior or pending criminal charges against you, conviction information, final decisions, child abuse and neglect findings, etc.

STEP 1: Background Check Information

This Screen Shot is on Step One of the PBC Application – It is Circled and Highlighted in Orange. There are a total of eight steps. The incomplete steps are gray.

MERIT » Applications » Portable Background Check Application



Direct your questions regarding Portable Background Check (PBC) applications to your local Department of Early Learning (DEL) field office.

Applicant Name

The name listed below should be your full, legal name. You may update this information as needed and it will be saved to your MERIT professional record. Please leave a field blank if it is not applicable. Example, if you do not have a middle name leave this field blank.

First Name:

Middle Name:

Last Name:

Applicant Information

STARS ID #: Social Security Number: (optional)

Date of Birth: Gender:

Contact Phone #: (555) 555-5555 Alternate Phone #: (optional) (555) 555-5555

Email address:

Select state where the current driver's license or state identification was issued.

In the field below please enter your current driver's license or state identification number. For Washington State this entry must be 12 digits.

STEP 2: Application Information

Some information will pre-fill from the MERIT professional record. If the information in the MERIT professional record is NOT correct, the user changes it in the professional record.

DEL Apps ▾ Help Feedback username | Logout

MERIT

Managed Education and Registry Information Tool

Home My Record Applications Search MERIT Logout

MERIT » Applications » Portable Background Check Application

- 1 Background Check Information
- 2 Applicant Information
- 3 Applicant Address
- 4 Provider Information
- 5 Background Information
- 6 Payment Information
- 7 Review & Submit

Back Next

Direct your questions regarding Portable Background Check (PBC) applications to your local Department of Early Learning (DEL) field office.

Applicant Address

How many consecutive years and months have you lived in Washington State? Enter the number of years and months you have lived in Washington State without living in another state or country. If you have moved out of Washington to another state or country, you MUST start counting the years and months from the date you moved back to Washington State. This includes attending school in another state.

Years: Months:

Current Address

Please enter the address where you currently live in the fields below. Use physical addresses and do not enter mailing addresses that include a "P.O. Box."

From: Month mm Year yyyy

To: <current mm/yyyy>

Address Line 1:

Address Line 2: (optional)

City: State:

Zip Code: 12345-1234 County:

Country:

Previous Address

Please list your address(s) for the last 3 consecutive years. Use physical addresses and do not enter mailing addresses that include a "P.O. Box."

STEP 3: Applicant Address

The question "How many consecutive years...." - if you do not live in Washington, enter -0- years and -0- months.

Address information must be entered in the correct date order.

There must be three years of address history.

What does an error box look like?

Direct your questions regarding Portable Background Check



- Issuing State is required
- Drivers License or State Identification number is required



Applicant Name

The name listed below should be your full, legal name. You may update your name at any time. If you have a middle name, please include it. Example, if you do not have a middle name leave this field blank.

First Name:

Middle Name:

Last Name:

Applicant Information

STARS ID #:

Date of Birth:

mm/dd/yyyy

Contact Phone #:

Email address:

Select state where the current driver's license is issued

Washington

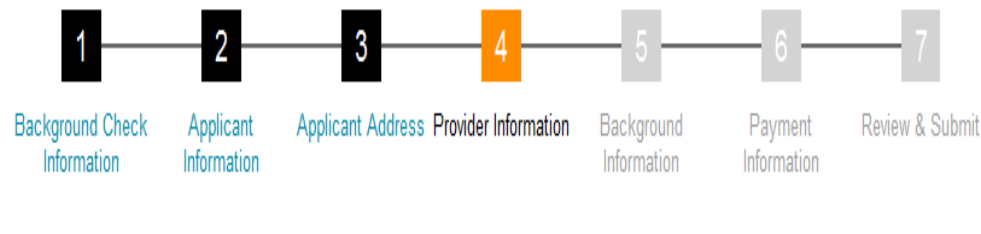
In the field below please enter your current address

none

When information is incorrectly entered, a red error box appears with a message. Read the message and complete the missing information.

Sometimes you have to 'scroll-up' to see the error message.

MERIT » Applications » Portable Background Check Application



All information is required unless marked as optional. Items with a red asterisk (*) must be corrected to continue. Direct your questions regarding Portable Background Check (PBC) applications to your local Department of Early Learning (DEL) field office.

Provider Information

Please check the box beside the Primary Provider (facility) with whom you are applying to work, working, volunteering, or where you are a household member. If no Provider is listed please select the option to add a Provider. All Provider names should be listed according to the licensed name which can be found on the Provider's license. For assistance filling out this section contact the facility director, owner or licensee or visit the DEL website at www.del.wa.gov and use Child Care Check. Maintain a current employment record at all times by updating your professional record in MERIT.

+

Click here to add Provider

Provider Name

Job Title

Verification Status

Primary Provider


Edit

YMCA - WADE KING ELEMENTA

School-Age Assistant Director

Unverified

☐



← Back

Next →

STEP 4: Provider Information

Provider information must be completed.

Search for the provider. If you cannot find the provider – search Child Care Check, on the DEL website, by the provider’s telephone number.

Future dates of employment cannot be entered. It is an automation limitation.

Select the provider primary box.

Be sure to keep this information current.



Direct your questions regarding Portable Background Check (PBC) applications to your local Department of Early Learning (DEL) field office.

Background Information

In the last three years, have you completed a finger print check for the Department of Early Learning (DEL) or the Department of Social and Health Services (DSHS)?

☐ Yes ☐ No

Have you been convicted of any crime or had any other disposition of criminal charges against you in any local, state, federal, military (either through judicial or non-judicial means), tribal or foreign jurisdiction? For the purpose of this question "crime" means a felony, a gross misdemeanor, or a misdemeanor.

☐ Yes ☐ No

If you selected Yes, enter the details in the table below.

+ Click here to add Crime					
Crime	Jurisdiction	Decision	Decision Date	Delete	Edit
No Records Found					

Do you have any criminal charges pending against you for any crime in any local, state, federal, military, tribal or foreign jurisdiction? For the purposes of this question "crime" means a felony, a gross misdemeanor, or a misdemeanor.

☐ Yes ☐ No

If you selected Yes, enter the details in the table below.

+ Click here to add Pending Charge					
Crime	Jurisdiction	Degree	Charge Date	Delete	Edit
No Records Found					

STEP 5: Background Information

This information is encrypted with the highest level of security.

Complete the information accurately and truthfully.

Crime Information

Crime:

Jurisdiction:

Decision:

Decision Date: (mm/dd/yyyy)

Save

Cancel

Add Another

If the answer is “yes” to a conviction or pending crime – this box will appear.

Complete the information accurately and truthfully.



Mail the Payment Coupon and the Payment

STEP 6: Payment Information

Be sure to mail the payment coupon and the payment to the correct address in Olympia – NOT the local DEL office.

No electronic payments methods are available at this time.

If payment is by “Money Order” write Money Order in the box.

All information is required unless marked as optional. Items with a red asterisk (*) must be corrected to continue. Direct your questions to the Department of Early Learning (DEL) field office.

Payment Information

In order to process your Portable Background Check you must provide a fee of . **DO NOT Send CASH!** You may provide the payment by check on your check. Please note: A fee will be assessed for a returned check for insufficient funds. Credit card and electronic payments are not accepted.

STARS ID: 226970198

Make your check out to: Department of Early Learning (DEL)

Mail Payment to:

Department of Early Learning
ATTN: PBC
P.O. Box 40971
Olympia, WA 98504-0971

What type of payment are you submitting?

☐ Personal Check

Check Number: (optional)

☐ My employer is sending the check

Employer Name:

Check Number: (optional)

☒ Other (Money order, Cashier's check, etc.)

Number: (optional)

MERIT
Managed Education and Registry Information Tool

Washington State Department of
Early Learning

Home
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Search MERIT
Logout

MERIT » Applications » Portable Background Check Application

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Background Check Information

2
Applicant Information

3
Applicant Address

4
Provider Information

5
Background Information

6
Payment Information

7
Review & Submit

Back
Submit

Direct your questions regarding Portable Background Check (PBC) applications to your local Department of Early Learning (DEL) field office.

Review/Edit Data

Applicant Name

Orange Heading Bar

View/Edit Information

Applicant Physical Address

View/Edit Information

Provider Information

View/Edit Information

Background Information

View/Edit Information

Payment Information

View/Edit Information

Applicant Assurances


I declare under penalty of perjury under the laws of the State of Washington that all information provided on this form is true and correct. I understand that if the information I provided is determined not to be true and correct I may be charged with perjury, I may be disqualified from having unsupervised access to children in care, and, if I am a child care licensee, DEL may revoke my license or take other enforcement action against me.

☐ I give DEL and DSHS permission to check my background with any government entity, including but not limited to law enforcement agencies.

☐ I give any governmental entity, including but not limited to law enforcement agencies, permission to release to DEL and DSHS any background check information that DEL and DSHS requests.

Step 7: Review and Submit

Complete the Applicant Assurances – Read and check each box carefully.



Read, Check you understand and Sign.

Reporting Responsibilities

I understand I must report within twenty-four hours the following information about myself once I submit my background check, regardless of the State where the incident occurred:

- An arrest or pending charge against me.
- Allegations of child abuse or neglect.

Report this information to 1.866.ENDHARM (1.866.363.4276).

☐ I have read and understand the reporting responsibilities.

Your Signature:

Signature: I, , declare that the information on this application is true and correct to the best of my knowledge.

<Current Date> Please indicate where this form was signed (Name of city or county):

Parent or Guardian's Signature (Required if you are under 18 years of age):

Signature: I, , declare that the information on this application is true and correct to the best of my knowledge.

<Current Date> Please indicate where this form was signed (Name of city or county):

Reporting responsibilities are very important to understand. Read them carefully.

If the individual is under age 18, a parent must complete the parent/guardian signature box.

- There are specific reporting responsibilities that must be followed.
- Providers are also subject to certain reporting responsibilities. Providers may be subject to fines, or other actions, if they do not report the required information.
- Your signature must be exactly the same as your name entered on the application

From: merit@del.wa.gov
To: BackgroundCheck, (DEL)
Cc:
Subject: Portable Background Check application Confirmation (for: roadrunner@helen.com)

Sent: Wed 5/23/2012 1:50

Dear Road Runner,

MERIT Username: roadrunner@helen.com
STARS ID: 4030565908

Your application for the Portable Background Check has been successfully submitted. Please note that you may need to complete the fingerprint identification process. If fingerprints are required, you will receive a separate email with attached instructions.

Beginning July 1, 2012, fingerprints are required for all individuals that are 16 years of age or older and new to child care. Fingerprints are also required if you have a portable background clearance, move out of Washington and return to child care. The cost of fingerprints is approximately \$43.00 and payable to the vendor when fingerprints are completed.

Usually a background check is completed in less than seven days if fingerprints are not required. If fingerprints are required, a background check may take up to thirty days after you complete the fingerprints.

When the results of your Portable Background Check are completed, they will be posted in your professional record in MERIT and you will receive a notification by email.

You must report within twenty-four hours the following information about you once a portable background check is submitted, regardless of the State where the incident occurred:

- An arrest or pending charges.
- Allegations of child abuse or neglect.

Report this information to 1.866.ENDHARM (1.866.363.4276).

Sincerely,
Department of Early Learning

For questions regarding your PBC application please contact your local DEL licensing office.

An email is sent to the applicant once the PBC is submitted online.

Your 'Professional Record' in MERIT will show your PBC status. You will receive an email when your status changes. The primary selected provider will also receive the email.

The screenshot shows the MERIT (Managed Education and Registry Information Tool) interface. The top navigation bar includes links for Home, News, My Record, Applications, Search MERIT, and Logout. Below this, there are links for Professional Record, Change Password, and Change Password Hint. The main content area is titled 'Professional Record' and contains instructions for users. A red circle highlights the 'Include PBC Information' checkbox, which is currently selected. Below the form, the 'Personal Information' section is visible, showing fields for First Name, Middle Name, Last Name, Primary Language, and Secondary Language. The 'Confidential Information' section includes fields for Gender, Ethnicity, Race, Username, and Birth Date. At the bottom, the 'Portable Background Check Status' is displayed as 'Cleared' with an expiration date of 08/15/2015. A link is provided to view and print the Portable Background Check Certificate.

MERIT Managed Education and Registry Information Tool

Home News My Record Applications Search MERIT Logout

Professional Record Change Password Change Password Hint

MERIT » My Record » Professional Record

Professional Record

This is your early learning professional profile. Using this screen you can:

- View your training history by selecting the training year from the drop-down box in the Annual Continuing Education Training table.
- Print your training history using the options for all training years, or one training year only, located next to the print icon.
- Review your information for incorrect, missing or out-of-date items.
- Update your information. If you make changes, be sure to click "Save" to save your information and check the account for errors. Fields are Required unless they are noted as Optional.

When you complete a training taken from a State-Approved Trainer:

- It is your responsibility to **provide the trainer your STARS ID**.
- Your profile will be updated and the training information will display in the 20 Hour Basic STARS Training or Annual Continuing Education Training tables. You **do not** need to send in copies of your certificates to the Department of Early Learning (DEL).
- If STARS-approved training is missing from your profile, **please contact the State-Approved Trainer** first before notifying DEL. Only training from 2010 and after will be added to your profile. For 20 Hour Training **ONLY**, you may mail a copy of your certificate to DEL if it was taken in 2009 or before.
- You should always **document** or verify that you successfully completed the training. **Keep the original documentation** and only provide a **copy** of the certificate to the requestor when asked to verify your training.

Print Include all training Include only training year selected from below Include PBC Information Cancel Save

Personal Information

Enter your current personal information here.

* First Name: Kiysta

Middle Name:

* Last Name:

* Primary Language: English

Secondary Language: Not selected

ECE/SA STARS ID: 808012829

Confidential Information

* Gender: Female Male

Ethnicity: Please Select

Race: Please Select

* Username:

* Birth Date: mm/dd/yyyy

Portable Background Check Status: Cleared

PBC Expiration Date: 08/15/2015

[Click here to view and print your Portable Background Check Certificate](#)

PBC Status

In-Process – The application has been successfully submitted

Cleared – The application has cleared

Insufficient Payment – Payment processing problem

Disqualified – The applicant has been disqualified

Suspended – A previously cleared background clearance is pending additional information

Expired – The application has not been renewed prior to the expiration date

Withdrawn – The application is no longer in process

Print the PBC clearance certificate/card and let the provider know the process is complete.

Portable Background Check Certificate

Managed Education and Registry Information Tool
merit.del.wa.gov



Washington State Department of
Early Learning

Name: <First Name last name from Professional Record>

STARS ID #: <STARS ID #>

Effective Date: <effective date of clearance from BC>

Expiration Date: <expiration date of clearance from BC>

This is to certify that <First Name Last Name> has applied for a portable background check and was cleared by the Department of Early Learning on <Effective Date>. This certificate is valid for three years and expires on <Expiration Date>. In order to qualify the above named person for employment in a childcare facility in which the applicant will have unsupervised access to children in care, the validity of this card must be checked by going to merit.del.wa.gov and verifying the status within seven days of initial employment.

TERMS of USE:

Validation of this clearance remains in the electronic PBC registry at the Department of Early Learning. To verify this clearance go to del.wa.gov or merit.del.wa.gov

This card is void if the above named person moves out of the state of Washington.

This card must be renewed before the expiration date.

Individuals who have been issued a background check clearance certificate shall report nonconviction and conviction information to the department within twenty four hours of the event constituting the nonconviction or conviction information.

PBC Clearance

The applicant goes into MERIT to print the Clearance Certificate.



Providers -You MUST confirm you have viewed the PBC. Print a copy and keep it for your records.

MERIT Managed Education and Registry Information Tool

Home News My Record **Provider** Applications Search MERIT Logout

MERIT » Provider

Provider Details

This employee grid is aligned with the requirements outlined in the Washington Administrative Code (WAC) to determine whether an employee has met the requirements for their employment position. For Family Home Child Care facilities only, the validations used in this grid are based on the 2011 proposed changes to the WAC.

KIDZONE LEARNING CENTER
1101 112TH ST E
TACOMA, WA 98445

[Child Care Check](#)

Provider ID	301586	Licensed Capacity	73 children
Facility Type	Child Care Center	Ages Served	From 12 months To 6 years 11 months
Initial License Date	4/24/2006	Current License Status	Open
Anniversary Date	4/24/2009	DEL Licensor	Carey Lewis
License Expires	4/23/2012	DEL Licensor Phone	(253)983-6416

Employees Information Account Management

[Export](#)

Employees

STARS ID	First Name	Last Name	Age	Position Title	Work Duration	20 Hr. Basic STARS	Annual Continuing Education 2012	Annual Continuing Education 2011	Verified Education	BBP/ (HIV/AIDS)	First Aid	CPR	Food Handler Permit	TB Test	Status	
				Child Care Center Director	(1/15/2009) 3 years, 2 months	Completed (1999)	0 hours	0 hours	Uncalculated						Verified	
				Child Care Assistant or Aide	(3/1/2011) 1 year	None	1.50 hours	12.50 hours	Step 2						Verified	

Providers View

Providers use MERIT on a regular basis to confirm that they have reviewed the PBC status of their employees, volunteers and household members.

Your facility must be 'registered' in order to complete this process. Instructions for facility registration are on the MERIT site.

- Select the 'edit' option beside the individual's name.
- Select the 'confirmed' option under the PBC status section.
- Save the changes.
- Print the page and maintain in your records.
- Keep this information updated – remove individuals who no longer are 'associated' with your facility.

Additional Resources

DEL home page:

<http://www.del.wa.gov>

DEL background check page:

<http://www.del.wa.gov/requirements/new/background.aspx>

MERIT information page

<http://www.del.wa.gov/requirements/professional/merit.aspx>

MERIT home page

merit.del.wa.gov

MERT Account Application

<http://www.del.wa.gov/publications/licensing/docs/MERITSTARSIDRequest.pdf>

Mail Portable Background Clearance forms and payment to:

Department of Early Learning

ATTN: PBC

PO BOX 40971

Olympia WA 98504-0971

Thank you for your participation!

Many thanks to:

- The many providers who assisted in testing the program: Centralia College, Wade YMCA, Bright Horizons, Spokane School District, ESD 112 and family home providers – Kathy Miller and Wendy Avery.*
- The DEL staff who participated in the design and testing of the registry.*

